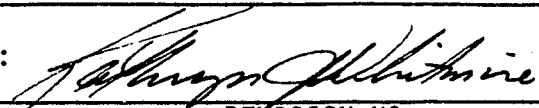


POLICY TITLE: Compensation: Voting			NUMBER 301.00
APPROVAL: Kathryn J. Whitmire, Mayor: 			Page <u>1</u> of <u>1</u>
ISSUE DATE: November 3, 1983	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: November 3, 1983

Policy Statement: It is the policy of the City of Houston to encourage employees to participate in the electoral process by exercising their right to vote in all city, county, state, and national elections in which they are eligible to vote.

Policy Basis: Article 13.34a and 15.14 of the Texas Election Code.

Policy Amplification: Because polling places are open 7 a.m. to 7 p.m. ample time exists for most employees to vote either before or after working hours. However, time off with pay for the purpose of voting shall be granted when:

- 1) An employee's shift assignment or work schedule does not permit him/her adequate time to vote in the election; and
- 2) The employee notifies his immediate supervisor of the need to take time off to vote in the election.

In cases where such time off with pay is requested, it shall be granted only with the approval of the immediate supervisor and shall be strictly limited to two (2) hours or less as required either before, during, or after work as stipulated by the supervisor.

It shall also be considered as portion of this policy to allow employees to attend precinct conventions of a political party with which the employee is affiliated or is eligible to affiliate or a county, district, or state convention to which the employee is duly constituted delegate and for which the employee can present evidence of authenticity.

Where such convention attendance conflicts with an employee's work hours or work schedule and necessitates the employee taking time off, the supervisor, with appropriate notice, shall make allowances as required to accommodate the employee's attendance privilege. Such time off, however, shall not be paid and shall be regarded as an excused leave of absence without pay unless otherwise charged against an employee earned benefit such as vacation time, a floating holiday, accumulated overtime, etc., exclusive of sick leave.

Policy Compliance: All employees through the department/division director shall comply from policy date forward.

Policy Exception: All policy exceptions and/or violations should be brought to the attention of the Personnel Director for review and recommended course of action.